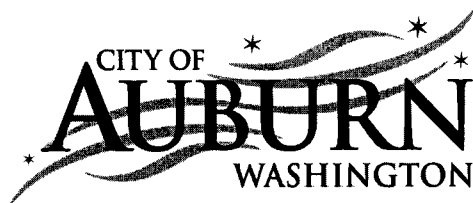# AGENDA BILL APPROVAL FORM

Agenda Subject: Purchase of Novus Agenda Manager to Create Efficiency in Agenda Creation & Distribution		Date: May 26, 2009
Department: Information Services	**Attachments:** Resolution No. 4493	**Budget Impact:** $40,000

Administrative Recommendation:
City Council adopt Resolution No. 4493.

Background Summary:
Information Services and the City Clerk's Office have been researching ways to improve the quality and efficiency of creating, distributing and storing Council and Committee agendas and minutes. An additional requirement was a seamless integration with our document management system, Laserfiche

Currently, each committee has its own procedure for creating and storing agendas and minutes. In some cases, there have been discrepancies between versions of documents submitted to each of the committees. Because each item goes to at least two committees and full Council, there is a need to have a single document that is updated through the process so that the final Council version is consistent and updated.

We researched four products that would allow us to more efficiently manage the agenda process for each of our committees: Granicus, LF Agenda Manager, iCompass and Novus Agenda Manager. Upon review, it was determined that Novus Agenda Manager had the most features and provided the best efficiencies for our agenda process.

Summary of Costs:
Software: $24,300
Integration & Training: $ 8,400
Annual Maintenance: $ 3,800
Tax: $ 3,460
                                    $39,960

The City Clerk's Office and Information Services recommends that we purchase the Novus Agenda Management system. This will be funded through the currently allocated Information Services budget for 2009.

T0601-1   A3.16.12

Reviewed by Council & Committees:		Reviewed by Departments & Divisions:	
☐ Arts Commission	COUNCIL COMMITTEES:	☐ Building	☐ M&O
☐ Airport	☒ Finance	☐ Cemetery	☐ Mayor
☐ Hearing Examiner	☒ Municipal Serv.	☐ Finance	☐ Parks
☐ Human Services	☐ Planning & CD	☐ Fire	☐ Planning
☐ Park Board	☐ Public Works	☐ Legal	☐ Police
☐ Planning Comm.	☐ Other _____	☐ Public Works	☐ Human Resources
		☐ Information Services	

Action:
Committee Approval: ☐Yes ☐No
Council Approval: ☐Yes ☐No   Call for Public Hearing ___/___/____
Referred to _____ Until ___/___/____
Tabled _____ Until ___/___/____

Councilmember: Backus	Staff: Rempher
Meeting Date: June 1, 2009	Item Number: VIII.B.10

AUBURN ★ MORE THAN YOU IMAGINED

To: Finance Committee, Municipal Services Committee
Cc: Mayor Lewis
From: Lorrie Rempher
Date: May 8, 2009
Re: Purchase of Novus Agenda Manager to Create Efficiency in Agenda Creation and Distribution

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Overview
Information Services and the City Clerk's Office have been researching ways to improve the quality and efficiency of creating, distributing and storing Council and Committee agendas and minutes. An additional requirement was a seamless integration with our document management system, Laserfiche.

Currently, each committee has its own procedure for creating and storing agendas and minutes. In some cases, there have been discrepancies between versions of documents submitted to each of the committees. Because each item goes to at least two committees and full Council, there is a need to have a single document that is updated through the process so that the final Council version is consistent and updated.

Research
We researched four products that would allow us to more efficiently manage the agenda process for each of our committees: Granicus, LF Agenda Manager, iCompass and Novus Agenda Manager. Upon review, it was determined that Novus Agenda Manager had the most features and provided the best efficiencies for our agenda process.

Summary of Costs and Benefits
The cost analysis based on 120 meetings per year and the current labor to produce each of those agendas versus the automated process used in Novus Agenda Manager showed a savings of over 1800 hours or $40,000 per year. In addition the automated process will provide a consistent process in each committee, provide tools to automate the review and approval process and integrate seamlessly with our document management system for long term storage and retrieval. It also provides an automated template for minutes which makes the documentation process easier and more efficient.

Summary of Costs

Line Item	Associated Cost
Software	$24,300
Integration & Training	$8,400
Annual Maintenance	$3,800
Tax	$3,460
	$39,960

Recommendation
The City Clerk's Office and Information Services recommends that we purchase the Novus Agenda Management system. This will be funded through the currently allocated Information Services budget for 2009.

AUBURN * MORE THAN YOU IMAGINED

RESOLUTION NO. 4493

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF AUBURN AND VPCI/NOVUS SOLUTIONS FOR PURCHASE, INSTALLATION, AND TRAINING ON, NOVUS AGENDA MANAGEMENT SOFTWARE

WHEREAS, Information Services and the City Clerk's Office have been researching ways to improve the quality and efficiency of creating, distributing and storing Council and Committee agendas and minutes that would seamlessly integrate with our document management system, Laserfiche; and

WHEREAS, each Council committee currently has its own procedure for creating and storing agendas and minutes. This decentralized process can create discrepancies between versions of documents submitted to each of the committees and to the full Council; and

WHEREAS, staff recommends a system wherein a single document is updated through the committee process so that the final Council version is consistent and updated; and

WHEREAS, staff conducted a competitive selection process, evaluating four products and, after review, it was determined that Novus Agenda Manager had the most features and provided the best efficiencies for our agenda process.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, KING COUNTY, WASHINGTON, HEREBY RESOLVES as follows:

Section 1. The Mayor of the City of Auburn and the Auburn City Clerk are hereby authorized to negotiate an Agreement in an amount not to exceed

Forty Thousand Dollars and no/100 ($40,000.00) between the City of Auburn and VPCI/Novus Solutions for the purchase, installation, first year's licensing fee, and training on, Novus agenda management software. The Mayor and City Clerk are further authorized to execute such agreement as negotiated with budgetary and scoping parameters.

 Section 2. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

 Section 3. This resolution shall be in full force and effect upon passage and signatures hereon.

 Dated and Signed this _____ day of _____, 2009.

<div align="center">CITY OF AUBURN</div>

_____
PETER B. LEWIS
MAYOR

ATTEST:

_____
Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

_____
Daniel B. Heid, City Attorney